

# Retention and Classification Report

**Agency:** Summit County (Utah). County Clerk (1132)

Summit County Courthouse  
P.O. Box 128  
Coalville, UT 84017  
336-4451

**Records Officer** Helen Strachan

20004	Marriage license applications
06128	Marriage licenses

**AGENCY:** Summit County (Utah). County Clerk

**SERIES:** 20004

3

**TITLE:** Marriage license applications

**DATES:** 1887-

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/04/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfiche master: Retain in State Records Center permanently.

**AGENCY:** Summit County (Utah). County Clerk

**SERIES:** 20004

**TITLE:** Marriage license applications

(continued)

Microfiche duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt UCA 26-2-22(2008)

**AGENCY:** Summit County (Utah). County Clerk

**SERIES:** 6128

4

**TITLE:** Marriage licenses

**DATES:** i 1887-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

**AUTHORIZED:** 03/30/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center permanently.

Paper: Retain in Office permanently after being microfilmed.

Microfiche master: Retain in State Records Center permanently.

Microfiche duplicate: Retain in Office permanently.

**AGENCY:** Summit County (Utah). County Clerk

**SERIES:** 6128

**TITLE:** Marriage licenses

(continued)

**APPRAISAL:**

Historical Legal

Marriage licenses are required pursuant to (UCA 30-1-7 (1995)).

Marriage licenses also have significant historical value.

**PRIMARY CLASSIFICATION:**

Public